

Helvetas is an organisation specialised in development cooperation and humanitarian response, anchored in Switzerland. Our vision is a just world in which all people determine the course of their lives in dignity and security, using environmental resources in a sustainable manner.

Decentralisation and Municipal Support (DEMOS) is a project co-financed by the European Union in Kosovo, and the Governments of Switzerland, Sweden and Norway and implemented by HELVETAS. The project aims to improve performance of municipalities in governance, management and services contributing to increased citizens' satisfaction. Currently our project team is looking for an:

## INTERVENTION MANAGER

The Intervention Manager would be responsible for the day-to-day implementation and delivery of outputs, within the designated outcome. He/she would ensure that all activities produce results to the required quality, timeframe and budget.

### MAIN TASKS AND RESPONSIBILITIES

- Implement project activities, with the focus on supporting municipalities in the field of citizen engagement, budgetary hearing processes and/or local finances;
- Coordinate project implementation with partners (municipalities, ministries, civil society, etc);
- Lead research and analysis within the area of engagement and undertake advocacy actions;
- Provide timely updates to the communication officer on activities events;
- Monitor and report on project progress;
- Undertake any other actions related to the project as requested by the project supervisor.

### YOUR QUALIFICATIONS

- Bachelor's degree in public administration, public finance, public policy, political science or related subjects. Master's degree is preferable;
- Two to seven years of experience in/with public institutions, preferably local governments;
- Experience with at least one of the following: citizen engagement, public financial management, or municipal budgeting processes;
- Good understanding of local government and decentralisation in Kosovo;
- Strong communication, analytical, writing and presentation skills and ability to network;
- Fluency in Albanian and English language; knowledge of Serbian language is an advantage;
- Good knowledge of Microsoft Office Suite - Word and Excel.

### CORE COMPETENCIES

- **Delivering at pace and adding quality:** Take responsibility for delivering timely and show a personal commitment to ensuring the quality of work.
- **Demonstrating initiative and self-motivation:** Propose new ideas, share knowledge, realise need for action and act upon it.
- **Acting as a team player:** contribute to the team to complete tasks and meet goals. Respect ideas of others.

### APPLICATION PROCESS

- We look forward to receiving your **motivation letter** together with your **updated CV** (*including references with contact details*) by **09 November 2023, until 14:00** local time. Please send your application to [kosovo.info@helvetas.org](mailto:kosovo.info@helvetas.org)
- Applications received after the closing date will not be considered. Helvetas reserves the right to cancel the entire recruitment process.
- Only **short-listed candidates will be notified**.
- HELVETAS provides equal employment opportunities for all candidates and encourages applications from women, non-majority communities and people with special needs in Kosovo.
- The expected starting date is November 2023.